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ABSTRACT

This working paper was prepared by a subcommittee of the University of California at Los Angeles (UCLA) Working Group on Public Catalogs. The material consists of cost estimates on generating, duplicating, and maintaining book catalogs and computer output microfiche catalogs. Included are costs estimates from the Ohio College Library Center (OCLC), BibNet (Information Dynamics Corp.) and the UCLA Biomedical Library. The longterm goal of the UCLA Library to develop an expanded on-line system is outlined in detail. (EMH)

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U C L A

Working Group on Public Catalogs

Subgroup II - Interim Report

Long Term Goals-Alternatives

January 10, 1975

Members

Bill Bergeron

Sue Gullior

Dorothy McGarry

Margaret McKinley

Mary Ryan

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INTRODUCTION

This document is a working paper prepared by a sub-committee of the UCLA Working Group on Public Catalogs. The material included consists of preliminary data gathered for analysis and consideration by the full Working Group during the course of their study.

APPENDIX

AVAILABLE COST ESTIMATES

1. UC Santa Cruz estimates:

Automated book - catalog	$37,000/yr.
Computer output microform	28,000/yr.
On-line retrieval system	39,000/yr.

(all figures assume 18,000 new titles per year)

Data from: UCSC, Future Library Catalogs, October 22, 1974. (Available in WGPC reading file).

2. OCLC estimates:

$1.98 for 1st use of a record, including 6% discount; for prepay. $2.11 if not prepaid. 3.4 cents per card produced. Additional: programming for format of cards $160; initial installation and training. If trainer came here, training fee expenses plus $25 per hour. Terminals available 4 A.M. to 5 P.M. (PST), M-F. Will increase 4 hrs. soon. Additional terminals over formula no. (article in LRTS, Fall 1974 says approximately $2,980 per year) Formula: 1 terminal for 11,000 titles, for academic libraries. 87 cents per 1st time use with line charges separately is one contract. Sunnyvale: 95 cents per title, 5 cents per card, $14 per hour line charges.

Per record for computer tape of own file approximately 8-10 cents. Walsh College (in Ohio) $1.69 for 1st time hit; SUNY (albany) 92 cents per hit - plus line charges. $25 overhead fee per terminal. Beehive OCLC 3,800 terminals $3,800,00. Many terminals run $1,000 - $15,000.

Data from: interviews with representatives from OCLC and 2 user libraries at CLA meeting 11/13/74.

3. BibNet estimates:

$9,500 per year for cataloging installation, for each set of computer terminals-printers, or $9,000 per year. Connect time $45 per hour. (Data point 2200). 90 cents if use the MARC record. Plus printing costs. Data base available 5 A.M. to 5 P.M. (PST). Initial installation charge $1,310. If MARC tape run off instead of cards, extra machine approximately $200 more per month. Casettes are $5 each.

Data from: interview with representative from BibNet, at CLA meeting 11/13/74.

4. CATSUP estimates:

Costs for microfiche production:	$1.13 (Master) $ .09 (Copy)
Costs for book form:	$450 total per week for 12 volumes (3 copies, 4 volumes each)

Data from: Systems Dept. 12/74.

5. Biomed estimates: (relating to their 1972-74 book catalog)

Size estimates: For each book in the file there are, on the average:

1. For subject catalog - 2 entries

2. For main catalog - 1 main entry
   2 added entries and a
   small number of cross references

3. For call number catalog - 1 entry

Tests to date indicate the following number of entries, on average, per page (60 line computer paper, assuming columns are set to three for subject catalog, two for the other two catalogs):

1. Subject catalog - 11.8 entries/page

2. Main catalog - 20.0 entries/page

3. Call number catalog - 8.4 entries/page

If we were to make a photo reduced page, such as we do now for our published serials list, we would use about 100 lines per page and get about 60% more on each page.

For an approximately one year book of our cataloging, I estimated 7,000 books. Page sizes figure out as follows:

1. For subject catalog:
   (7,000 books)(2 entries/book)/(11.8 entries/page) = 1,190 pp.

2. For main catalog:
   (7,000 books)(3 entries/book)/(20.0 entries/page) = 1,050 pp.

3. For call number catalog:
   (7,000 books)(1 entry/book)/(8.4 entries/page) = 835 pp.

For a photo reduced set, it would take about 65% of the above number of pages, or 770 pp., 680 pp. and 540 pp., respectively. By comparison, our latest published serials holdings list is 325 pp. long.

File Maintenance Costs

I have written a program which generates and sorts into proper order all of the records necessary to produce the book catalogs mentioned above (also, for History Division catalogs). As new records are added to the system, at perhaps two to four month intervals these new records will be processed and merged into the master file containing all prior records.

Costs to maintain this file average out to 3.75 cents per book (2.75 cents to generate and sort a batch of 600-1,000 books and 1.00 cent to merge new records into the master tape file). Thus for a year's operation

of 7,000 books this part of the costs are:

(7,000 books)(3.75 cents/book) = $263.00

Costs to Produce the Book Catalog Listings

Experiments up to now show a fair rule of thumb to be about $7.00 per 1,000 books listed by the computer. Therefcre, to make the 7,000 book-size catalogs, the cost would be about $50 for each of the three catalogs discussed. (Assuming we just did the subject and main catalog, combined costs would be about $100)

Costs to Have Duplicates Made

A. Microfiche

Keeping the 7,000 book run as the base, we would have printouts of size:

1. Subject catalog - 1,190 pp.
2. Main catalog - 1,050 pp.
3. Call number catalog - 835 pp.

207 pages of computer paper go onto one fiche. Therefore, for the subject file six fiche are needed; for the main book five fiche; and for the call number file only four. The cost of fiche is $1.35 for each master and 12 cents for each additional copy. Costs would be:

	500 Copies	100 Copies
1. Subject Catalog	$367 (.73/copy)	$80 (.80/copy)
2. Main Catalog	$306 (.62/copy)	$63 (.63/copy)
3. Call Number Catalog	$245 (.49/copy)	$53 (.53/copy)

Printing a Book

My only benchmark here is from our experience with the annual serials list. Quotes for a 275 page list were $700 for 250 copies and $1,125 for 500 copies. Proportional costs for the book catalogs would be:

	500 Copies	250 Copies
1. Subject Catalog	$3,150 (6.30/copy)	$1,950 (7.80/copy)
2. Main Catalog	$2,800 (5.60/copy)	$1,720 (6.95/copy)
3. Call Number Catalog	$2,220 (4.45/copy)	$2,370 (5.50/copy)

Data from: Memo to Louise Darling from Jim Fayollat, April 3, 1973.

A. Introduction

1. For purposes of this report, it is assumed that long-term means 25 years.

2. For purposes of this report, it is assumed that interim must be considered in two phases: recommendations if interim is to be less than 10-15 years, and recommendations if interim is to be more than 10-15 years.

3. Whatever the output eventually selected, it is essential that it be based on a machine-readable data base.

B. Long-term goal - on-line system

1. Reasons

a. Currency for user.

b. User can quickly do more sophisticated searching using Boolean logic.

c. Possibility of expanded services to readers, e.g. terminals in individual university departments, etc.

d. Ease of updating and correcting, for staff.

e. Most effective means of accessing machine-readable data base.

f. Unsatisfactory nature of other alternatives (see B 9)

2. Basic premise: Flexibility in meeting special needs of individual units' patrons and catalogs is absolutely basic to the success of the system. If such flexibility cannot be provided by a UC-wide, or larger, system, then a separate UCLA on-line system would be required.

3. Essential features

a. Close cooperation among public service, technical processing and systems staff in design and maintenance of system.

b. Ability to update on-line.

c. Provision for handling all types of library materials.

d. Authority files (subject, name and series) available on-line.

e. Sufficient terminals to avoid queuing problems.

f. Capability of handling works with temporary locations, with multiple locations, with split locations, and/or multiple call numbers.

g. Necessity for linkage with other modules of a total system.

h. Sort field of length sufficient for searching.

i. Provision for referrals for uncataloged materials, e.g. maps, government publications, pamphlets, etc.

j. Security for data base.

k. Back-up system.

1. Microform register-index

(A) Since register would have to be produced only once, and only the indexes updated, would be less expensive than standard microform catalog.

(B) Adequate if use restricted to back-up.

(C) Readers for both public service and processing use would be required.

4. Potential problem areas

a. Special types of materials

I. Serials, "works in parts" and other multi-volume works.

(A) Need to relate records for continuing publications between old and new systems.

(B) Need to coordinate serials handling with any separate serials system.

II. PATE and CATSUP materials.

(A) Should be included in data base.

III. Newspapers.

(A) Refer to specialized machine-readable newspaper file.

b. Units which do not follow LC cataloging.

1. Biomed.

(A) NLM's interpretations of AACR are followed.

(B) NLM's authority files followed for corporate and personal names.

(C) Subject heading list composed of subject headings from NLM, LC, NAL, and many taxonomic headings created by Biomed.

(D) Call numbers based on NLM classification system.

II. Law.

(A) Revised Yale form "classification" used, as well as LC (LC schedule K not fully developed)

(B) Differences from LC in some entries, e.g. form entry for compilation rather than editor; for decision of court, use California - Report - Supreme Court, where - Report - is a filing device not used by LC.

5. Auxiliary files and products

a. In-process file.

1. Files need to exist in either an on-line system or a manually maintained system.

b. Serials records, including holdings.

1. Files need to exist in either a machine-readable or a manually maintained system.

c. Shelflists.

1. Either the entire retrospective shelflist must be converted to an on-line system, or a complete card shelflist must be maintained, so that one total shelflist is available.

d. Cards needed for external obligations, e.g. NUC, PSRMLS union catalog, Music Library contributions to International Union List of Imprints to 1800, EMS and PSL contributions of cards for congresses to union list.

6. Limitations

a. Computer "down" time.

b. Terminal breakdowns and maintenance problems.

c. Space for terminals and printers.

d. Queuing.

e. Instruction needs.

7. Cost

a. Developmental.

b. Terminals and printers.

1. Purchase or rental.

II. Maintenance and insurance.

c. On-line storage.

d. Costs of searching data bases.

e. Costs of maintaining data base.

1. Programming.

11. Editing.

111. Additions and deletions.

f. Microform back-up system.

g. Cost of electrical installation.

h. Cost of producing cards for external obligations, and shelflist if maintained in card form.

8. Disposition of pre-existing catalogs.

a. If funding permits, total retrospective conversion would be the ideal.

b. If total retrospective conversion is not possible, then partial conversion would be desirable.

c. Any part of the card catalog that is not converted to the on-line system must be maintained, e.g. withdrawals, call number changes, location changes, open entry changes must be made.

d. Linkage must be provided between any part of the card catalog that is not converted and the new system.

9. Rejection of other alternatives.

a. Printed book catalog.

1. Reasons

(A) Could not be kept sufficiently current due to the cost, resulting in inflexibility and need for patrons to check multiple issues.
(B) Space for shelving and use.

b. Register-index (printed or microform)

1. Reasons

(A) Subject and author searches too difficult and time consuming for average patron, and too time consuming for staff.

c. Card catalog

1. Reasons

(A) Rapid growth.

(B) Problems of adequate maintenance of large file.

(C) Deterioration of the cards.

(D) Susceptibility to mutilation and theft.

(E) Impossibility of adequate security.

d. Microform catalog.

1. Reasons

(A) User cannot do as sophisticated searching as with on-line.

(B) Cannot link with other parts of the library system, e.g. acquisitions, circulation, serials.

C. Interim goal (if interim is projected to be 10-15 years or less) - continue existing card catalogs.

1. Reasons

a. Closing present card catalogs and starting new ones for this interim would eventually lead to two closed card catalogs, an extremely unsatisfactory situation both for users and staff.

b. Time and expense needed to develop microform, printed book catalog, register-index, or similar system for this interim would be more productively spent in preparing for functioning on-line system.

c. Serials, "works in parts" and other multi-volume works can be handled without the need for new methods.

2. Essential features

a. Cards to be produced from machine-readable data base so data could be used later in on-line system.

b. Must be maintained as parallel system until on-line system operating and proved satisfactory.

c. Intensified editing policy.

d. Cross references to be provided when de-superimposition results in changed form of entry.

3. Potential problem areas.

   a. De-superimposition.

   b. Projected changes in LC subject headings.

   c. Space.

   d. Need for continuation and expansion of catalog information service.

4. Cost.

   a. Costs of producing cards.

   b. Costs of filing cards.

   c. Costs of editing.

   d. Costs of maintaining machine-readable data base.

      I. Programming.

      II. Editing.

      III. Additions and deletions.

   e. Cost of new card catalog units.

5. Rejection of other alternatives.

   a. See C 1 a-b.

D. Interim goal (if interim is projected to be 10-15 years or more) - microform catalog.

1. Reasons

   a. Less costly than a printed book catalog.

   b. Less difficult and time consuming to use then register-index.

   c. More compact data storage than card or book catalogs.

   d. Copies can be kept inexpensively at multiple locations.

2. Coverage.

   a. Should be restricted to UCLA, not UC-wide.

      1. Reasons

         (A) Too time consuming and difficult to search in a large microform file.

         (B) Complexity and expense of merging data bases would greatly delay implementation.

b. URL catalog in contrast to branch catalogs.

1. Problem of dictionary vs. divided.

II. Different filing rules.

III. Subject heading differences.

IV. Name variations.

3. Essential features.

a. Close cooperation among public service, technical processing and systems staff in design and maintenance of system.

b. Must be updated frequently.

1. For divided, update name/title weekly and subject monthly.

II. For dictionary, update weekly.

c. Provision for handling all types of library materials.

d. Authority files (subject, name and series)

e. Sufficient microform readers to avoid queuing problems.

f. Capability of handling works with temporary locations, with multiple locations, with split locations, and/or multiple call numbers.

g. Provision for referrals for uncataloged materials, e.g. maps, government publications, pamphlets, etc.

h. Must be phased into long term goal.

i. Existing card catalogs must be maintained as parallel system until microform system operating and proved satisfactory.

j. Microform system must be maintained as parallel system until on-line system operating and proved satisfactory.

k. Back-up system.

1. None needed. Security of the machine-readable data base must be provided for.

4. Potential problem areas.

a. Special types of materials.

1. Serials, newspapers, "works in parts" and other multi-volume works.

(A) Need to relate records for continuing publications between old and new systems.

(B) Need to coordinate serials handling with any separate serials system.

11. PATE and CATSUP materials.

(A) Should be included in data base.

b. Units which do not follow LC cataloging.

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5. Auxiliary files and products.

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1. Files need to exist in either a machine-readable or a manually maintained system.

c. Shelflists.

1. Either the entire retrospective shelflist must be converted to an on-line system, or a complete card shelflist must be maintained, so that one total shelflist is available.

d. Cards needed for external obligations, e.g. NUC, PSRMLS union catalog, Music Library contributions to International Union

List of Imprints to 1800, EMS and PSL contributions of cards for congresses to union list.

6. Limitations.

   a. Loss or damage to microform.

   b. Microform reader and printer breakdowns, and maintenance problems.

   c. Space for microform readers and printers.

   d. Queuing.

   e. Instruction needs.

7. Cost.

   a. Developmental.

   b. Microform readers and printers.

      I. Purchase.

      II. Maintenance.

   c. Cost of maintaining data base.

      I. Programming.

      II. Editing.

      III. Additions and deletions.

   d. Cost of producing microform.

   e. Cost of electrical installation.

   f. Cost of producing cards for external obligations, and shelflist if maintained in card form.

8. Disposition of pre-existing catalogs.

   a. Differing problems amoung URL and various branches: possibility of some units' card catalogs being continued until long term goal reached.

   b. All closed card catalogs must be maintained, e.g. withdrawals, call number changes, location changes, open entry changes must be made.

   c. Linkage must be provided between closed card catalogs and the new system.

9. Rejection of other alternatives.

a. Continuation of all existing card catalogs.

1. Reasons.

(A) Rapid growth.

(B) Problems of adequate maintenance of large file.

(C) Deterioration of the cards.

(D) Susceptibility to mutilation and theft.

(E) Impossibility of adequate security.

b. Beginning new card catalogs.

1. Reasons.

(A) This would eventually lead to two closed card catalogs, an extremely unsatisfactory situation both for users and staff.

(B) See D 9 a 1, (A), (C)-(E).

c. Register-index (printed or microform)

1. Reasons.

(A) Subject and author searches too difficult and time consuming for average patron, and too time consuming for staff.

d. Printed book catalog.

1. Reasons.

(A) Could not be kept sufficiently current due to the cost, resulting in inflexibility and need for patrons to check multiple issues.

(B) Space for shelving and use.